

REQUEST TO TRANSFER COST FOR CIVILIAN PERSONNEL BORROWED AND LOANED

(To be completed by the lending entity, Sections A. through I. only; one line per person)

A. DATE OF LOAN		B. BORROWING AREA/ORG	D. INDIVIDUAL TO BE LOANED		E. HOURS		F. GRADE		G. LENDING AREA/ORG																					
FROM	TO		NAME																											
1.																														
2.		Same as above							Same as above																					
3.		Same as above							Same as above																					
4.		Same as above							Same as above																					
5.		Same as above							Same as above																					
6.		Same as above							Same as above																					
H. REASON FOR LENDING INDIVIDUAL					I. SIGNATURE OF ACTIVITY HEAD/CHAIRPERSON																									
J. REASON FOR BORROWING INDIVIDUAL					K. SIGNATURE OF ACTIVITY HEAD/CHAIRPERSON																									
L. FOR USE BY RESEARCH ADMINISTRATION ONLY DATE REC'D _____ APPROVED BY _____ DISAPPROVED _____ DISAPPROVED BY _____ REASON: _____						PERCENTAGE OF RESEARCH EFFORT: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">LINE #</th> <th style="text-align: left;">BORROWING</th> <th style="text-align: left;">LENDING</th> </tr> </thead> <tbody> <tr><td>1.</td><td>_____</td><td>_____</td></tr> <tr><td>2.</td><td>_____</td><td>_____</td></tr> <tr><td>3.</td><td>_____</td><td>_____</td></tr> <tr><td>4.</td><td>_____</td><td>_____</td></tr> <tr><td>5.</td><td>_____</td><td>_____</td></tr> <tr><td>6.</td><td>_____</td><td>_____</td></tr> </tbody> </table>				LINE #	BORROWING	LENDING	1.	_____	_____	2.	_____	_____	3.	_____	_____	4.	_____	_____	5.	_____	_____	6.	_____	_____
LINE #	BORROWING	LENDING																												
1.	_____	_____																												
2.	_____	_____																												
3.	_____	_____																												
4.	_____	_____																												
5.	_____	_____																												
6.	_____	_____																												
M. FOR USE BY FINANCIAL MANAGEMENT ONLY B/L Number _____ Date Recorded _____ Budget Approval (1) _____ (2) _____ (Objects to use: 119X 129X X = 8 X = 9)																														
HOURS	RATE	SALARY	BNFT%	BENEFITS	TOTAL TRANSFER	DR CC	CR CC																							
1.																														
2.																														
3.																														
4.																														
5.																														
6.																														

JV NUMBER _____ DATE PROCESSED _____ BY _____

DATE COPY SENT TO REQUESTOR _____ (Original return to Budget: 1-copy file, 1 copy req.)

INSTRUCTIONS FOR COMPLETING USUHS Form 7214
“PERSONNEL LOANED OR BORROWED BY COST CENTER”

- | <u>Block</u> | <u>Instructions</u> |
|---------------------|--|
| A. | Fill-in the beginning period of transfer in the format of month, day, and year format. |
| B. | Enter the ending period of transfer in the format of month, day, year. |
| C. | Provide the AREA/ORGANIZATION of the borrowing entity. |
| D. | Provide the last name, first name, and middle initial of the person being loaned (if the borrowing AREA/ORGANIZATION is an extramural grant, prefix “F” or “G”, the individual being borrowed must be listed on that active grant file). |
| E. | Enter the total hours to be loaned for the individual listed in block D (Must be 40 hours or more). |
| F. | Enter the schedule grade of the individual to be loaned (e.g., Sch. A, GS-9 or WG-4). |
| G. | Enter the AREA/ORGANIZATION of the lending entity. |
| H. | Provide a brief reason for lending the individual. |
| I. | Signature and typed or printed name of the departmental chair or activity head of the transferee is required. |
| J. | Provide a brief reason for borrowing the individual. |
| K. | Signature and typed or printed name of the borrowing department chair or activity head is required. |
| L. | For use by Research Administration (REA) only. |
| M. | For use by Financial & Manpower Management (FMG) only. |

As long as the lending and borrowing AREA/ORGANIZATION are the same, complete one line for each person and time period to be transferred.

A separate USUHS form 7214 needs to be used when more than one area/organization is required (for either borrowing or loaning).

Please complete only the upper portion of this form (Blocks A through K; REA and FMG will complete blocks L. and M.

Forward completed Form 7214 to: **Budget Division, FMG, Room A104B.**